

COMMONWEALTH OF VIRGINIA  
THE LIBRARY OF VIRGINIA  
ARCHIVES AND RECORDS DIVISION  
(804) 786-5634

## RECORDS RETENTION AND DISPOSITION SCHEDULE

### SPECIFIC SCHEDULE NO. 601-185

AGENCY: Department of Health  
DIVISION: Health Hazards Control  
SUBUNIT: Bureau of Radiological Health

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, before the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

AGENCY APPROVALSTATE APPROVAL

AGENCY HEAD OR DEPUTY

*Leslie P. Tolson**acting*

1ST. RECORDS ADMINISTRATOR

*Dennis M. Hallerman*

AGENCY RECORDS MANAGER

*Paula H. Hays*

COMPTROLLER OR DEPUTY

*—*

EFFECTIVE SCHEDULE DATE:

*OCT 30 1995*

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RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

This revision adds series number 4 and deletes records now covered by general schedules.

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| 1. Emergency Response Team Records                                 | Retain 2 years, then destroy.  |
| 2. Environmental Sampling Data                                     | Retain 2 years after publication of annual report, then destroy.               |
| 3. Instrument Quality Control                                      | Retain until final disposition of the instrument, then destroy.                |
| 4. Nuclear Regulatory Commission (NRC) Inspection Reports (copies) | Retain 1 year, then destroy.   |
| 5. Nuclear Regulatory Commission (NRC) State Licenses (copies)     | Retain 1 year after expiration, then destroy.                                  |
| 6. Radiation Machine Registrants (X-ray machines)                  | Retain 3 years after license expiration, then destroy.                         |
| 7. Radon Project Records   | Retain 2 years after report publication, then destroy.                         |
| 8. Virginia Radioactive Materials Licenses                         | Retain 5 years after license expiration, then destroy by shredding or pulping. |